AGENDA
MAIN FACS Agency Security Administrators User Group
August 22, 2007
Romney Building – 1ST Floor – Michigan Room
1:30 PM to 3:30 PM

1. **Introductions**

2. **Business Objects Update (Art Lower/Jim Edwards)**
   - Update on Version upgrade
   - Clear Access / BO conversion update
   - Users Group Workshops

3. **Security Administration**
   - Security Administration Web site
   - UC 34 – Summary information
   - BO Report SEC 11 (updated)
   - Statewide Access Annual Review
   - FY 2008 Frameworks
     o Deadlines
     o Changes needed
     o Incompatible memo's may need updating
   - ASA Security Survey
   - Consolidation update
   - Employment Status and Security Assignments
     (Layoff, Medical Leave, Intermittent, etc)

4. **Next Meeting Date**

5. **Comments/Questions**

MAIN FACS

Attendees

Nonda Beebe	April Malinowski
Lorie Blundy	Uday Malavia
Deb Braun	Peggy Murphy
Marilyn Carey	Craig Murray
Jim Edwards	Bidhan Redey
Nan Gordon	Jennifer Sarka
Kyle Huhn	Smruti Shah
Lynda Landrum	Marjory Smith
Karman Lewis	James Thelen
Cindy Liu	Cheri Thompson
	Bryan Weiler

Introductions

Bryan Weiler welcomed the group and introduced Cindy Liu. Cindy will be helping with security requests.

Department Consolidations

Bryan gave an update to the group on the status of the Executive Orders regarding the department consolidations.

The accounting and internal audit consolidations will be effective on October 7, 2007, which is the first pay period in October. The consolidation work groups are continuing to finalize their recommendations relating to the scope of duties and personnel that will transfer to the State Budget Office. Based on the information available to SMAA, when the consolidation takes place 10/7/07, things will look like they do now as far as people, the work being done, and work locations. Accounting will be working on the year-end processes. Maintaining the workflow is very important for the year-end processes.

We anticipate that some of the ASA's may change, but at this time we do not have any definite answers.

SMAA will notify the ASA's of any changes as soon as we become aware of them.

Kyle Huhn (DNR) asked about the Human Resource (HR) staff that would be consolidated in August 2007. SMAA staff has not been part of the HR workgroup. It is not known yet how employees will be transferred to DMB, how DCDS will change, or how security changes for those employees should be handled. Kyle expressed concerns about "who" would be responsible for employees' security. The HR employee may be physically working in one department (DNR) but employed by another department (DMB). Bryan informed the ASA's that as soon as we have information on changes that need to be made, we would notify the group.

Bryan said that if questions arise, feel free to contact SMAA staff and we will work to resolve the consolidation issues.

Business Objects (B.O.) Update

Jim Edwards gave an update on when the new Business Objects software would be available.   Jim also noted that often it takes up to 10 hours to load the software but the goal is to have updates completed by the end of the month.

Jim also reminded the group that if you use the new version of B.O. to open a B.O. report that was created in the old version (B.O. 5.1.7), the report would no longer be able to be opened or used in the old version.

Security on the new B.O. version is more complicated, but much more flexible. The "security viewer" will enable assigned users to see more information on users inquiry capabilities, their universe 's security assignments, and more information on the functions the user can do. Jim anticipates that the ASA's will be given the security viewer application.

The B.O. "password reset" software should be rolled out to the ASA's soon after the updated software is available.

The web portal for the new B.O. software is more modern and has a scheduler section. This will allow users to run reports only. If areas have B.O. users that simply run reports, they will be setup as a scheduler user only.

Clear Access scripts that have not been converted to Business Objects should be sent to either Jim Edwards or SMAA as soon as possible. Clear Access is no longer supported by DIT, the system is becoming weak, and when DIT upgrades computers Clear Access will not be loaded back on.

Art Lower sent out a listserv that discusses the MIDB Business Objects conversion. Another communication will be coming soon from Art. If you have any questions, feel free to call Art Lower at 335-6774 or Jim Edwards at 335-1602.

Security Administration

Security Administration website

Since our last meeting, OFM – SMAA has introduced a Security Administration web page that can be linked to from the OFM web page.

The web page has various security contacts, policies and procedures, security forms, monitoring tools, and the ASA meeting schedules with meeting minutes.

ASA's are encouraged to go the website and become familiar with the materials. If there is any suggestions to further enhance the site, please let us know.

UC 34 – Summary information

A summary analysis sheet (by departments) was handed out and briefly reviewed. The number of users with access to payment screens using UC 34 has stayed stable since UC 34 was introduced. As of 8/22/2007, there were 1,993 users with UC 34.

ASA's are reminded to monitor UC 34 assignments. To increase internal controls, we want to make sure that this user class is assigned on a more restrictive basis.

B.O. Report SEC 11

B.O. Report SEC 11 details the ADPICS users with exception processing capabilities. The report has been enhanced to show only those users with the Doc / Doc Type assignments that allow exception processing. (Ex. A user with UC 11 but does not have doc / doc type "IV/IV" would not show on the report.)

Statewide Access Annual Review

We will be sending out a memo and forms to be reviewed for all users that have statewide access in MIDB. This would be for both ClearAccess and Business Objects. ASA's will need to review the forms, have the appropriate users and supervisors sign for continued access. If a user no longer needs statewide access to MIDB, ASA's can indicate that on the forms. All forms should be returned to SMAA by September 28, 2007.

FY 2008 Security Frameworks

A memo was sent to all ASA's on August 10, 2007 regarding the FY 2008 Security Frameworks.

The due date for revised frameworks is October 1, 2007. ASA's will need to review their current approved framework and make any necessary updates. Most departments will need to update the RStars user class schedules to reflect the changes made to UC 90 and UC 93, as well as the addition of UC 34. Bank ID's will also need to be reviewed as they relate to the various user classes.

Discussion was held regarding the incompatibility memos currently on file. UC 90 and UC 93 have had functionality changes that effect incompatibility. The ASA's will need to contact SMAA if there are questions about current memos. Most of the memos on file with SMAA should be fine.

ASA Security Monitoring Survey

A brief summary was given about the survey results received so far. At this time, 15 departments have responded.

Highlighted items noted in the survey:
- o Most ASA's have 3 or more years serving in the capacity
- o Business Objects Introduction Class is the only BO class most have taken
- o ClearAccess is still utilized by almost all of the departments even though it is no longer supported by DIT. ASA's will need to move to Business Objects for their reporting needs.
- o There is a wide range of "timing" for the monitoring activities.
- o Most ASA's keep track or their monitoring activities, and maintain supporting records

Employment Status and Security Assignments

A general discussion was held regarding how the ASA's handle security for users that have an employment status of LOA, layoff, intermittent, etc.

From the discussions held, there seems to be a general consensus that:
- o Most ASA's prefer revoking a password if the employee has a specific return to work date, rather than totally deleting their security
- o ASA's handle "inactive" users differently then LOA and intermittent.
- o ASA's feel that 6 months of inactivity and/or leave status should trigger the user to be deleted.
- o The FMG language (Part VIII, Chapter 4, Section 100) is too general. SMAA will review the wording and recommend changes to give more specific details.

Next Meeting Date
The group discussed whether to have our next meeting in late November / early December or wait until January. The majority would like a January 2008 meeting. SMAA will notify all ASA's when the next date is finalized.

Comments / Questions
There were no other questions or comments.

The meeting adjourned.